

**MDH Website CMS Conversion Planning
Questions and Answers
4/13/11**

Q:I was unable to find the anticipated start day for the Website CMS Conversion Planning project and duration.

A:Under Project Milestones and Schedule, we have June 1, 2011 as delivery of reports. The start date is ASAP after the decision date of 5/6/11 and the paperwork is signed.

Q: Based on a 3 week effort (estimated start date of May 9 and a completion of June 1) how detailed do you expect the quick analysis to be? The project deliverables state that comprehensive business and technical requirements are to be included. Also, it appears that 4 solutions will be evaluated and analyzed against these requirements. Because of the limited timeframe, we are assuming that MDH doesn't expect on-site software evaluations, presentations from vendors, or detailed feature/requirements comparisons. Can you please confirm?

A: We are not expecting on-site software evaluations or vendor presentations. Liferay should be used as the point of comparison for all the products. This CMS is running in MDH and we want the comparisons to show us if there is a product that would be a better match. The benefits gained in a switch, however, would need to be proven to be worth the switch to a new product.

Q: At the conclusion of this effort, who will the project plan and quick analysis results be handed off to?

A: The website manager and communications director. These two people are in charge of deciding the next steps for the project.

Q: Are there any hardware platform restrictions, i.e. existing CMS platforms @ MDH or OET?

A: Yes. MDH is running Liferay and OET is running Tridion. These would be the #1 and #2 choices. We will provide a description of our hardware environment to vendor upon commencement of the project. The CMS system must work within the MDH architecture.

Q: Are there software or hardware budget limitations?

A: Yes, funding for this project runs out at the end of July and funding after that is unknown. We will move forward with the assumption that the CMS must run on existing hardware, which should be sufficient, and that the software budget is limited.

Q: The required skill section includes organizational references. Since our consultants bring in depth CMS experience to the project (prior to joining our organization), we would like to leverage their experience as organizational references. Does this qualify?

A:Yes, if one or more of them will be working on this project. Please include descriptions of the type of work they did so we have a basis for evaluating.